

Georgia Ma

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SKILLS AND ABILITIES

- Computer literacy and experience with the web and social media
- Experience with researching topics
- Experience with Microsoft Office suite and Adobe suite programs
- Enthusiastic about good design and would love to learn more about video creation!

EDUCATION

Bachelor of Computer Science with a minor in Philosophy

2015 – Present

3rd year, University of Victoria

- Relevant courses: Critical Thinking, Computer Graphics, and Human Computer Interaction

Certificate of Comics and Graphic Novels

2017 – 2018

- Exercised creativity and time management skills while working in a fast-paced and high-demanding environment
- Recipient of the Pam Shemilt - Island Blue Print Comics and Graphic Novels Award which recognizes excellence in academic achievement

PROFESSIONAL EXPERIENCE

IT Support

2019

Andrew Sheret Limited

- Researched problem solutions in a dynamic workplace
- Provided customer service and technical advice over the phone and email
- Took part in cross-discipline projects such as designing a website landing page in collaboration with the Marketing team
- Created programs based on customer needs

Vikes Basketball AV Producer

2016 – Present

University of Victoria Vikes Athletics & Recreation

- Appropriately operated the AV system in accordance to a written script and instructions from the Game Director
- Adapted quickly-changing conditions
- Collaborated in updating the system by writing a small Microsoft Windows-based software package for the scoreboard
- Practiced quick problem solving skills when experiencing technical difficulties

Freelance Artist

2011 - Present

Self Employed

- Adapted to flexible schedules and deadlines
- Practiced customer service and communication skills when dealing with clients
- Participated in collaborative projects such as fanzines, albums, and videos
- Organized stocks and oversaw finances

COMMUNITY INVOLVEMENT**Member and Treasurer**

2013 – 2015

Oak Bay High Key Club

- Organized and participated in fundraiser and volunteer events that collaborated with marathons, parades, and festivals in support of organizations such as Mustard Seed and Woodwynn Farms
- Developed leadership, event planning, financial management, and creative problem solving skills
- Over 100 hours of volunteer experience

Junior Counselor

2014

University of Victoria Science Venture

- Worked one-on-one with campers between the ages of 6 and 7
- Provided assistance during activities such as organizing and retrieving supplies
- Supervised breaks and lead games with camp groups
- Developed communication and leadership skills
- Over 70 hours of volunteer experience

Teen Volunteer

2012 – 2014

GVPL Reading Buddies

- Acted as an enthusiastic and encouraging role model for children of varying ages
- Supported emerging readers
- Prepared and participated in team building activities
- Over 20 hours of volunteer experience

REFERENCES

Marlena Stubbings
Vikes Events Coordinator
athevent@uvic.ca
(250) 721-8414

Ken Steacy
Camosun Instructor
steacy@shaw.ca

Dave Manning
Andrew Sheret IT Manager
David.Manning@sheret.com